

MINUTES
MISSISSIPPI COMMUNITY COLLEGE BOARD
Friday, May 18, 2012

The regular monthly meeting of the Mississippi Community College Board (MCCB) was held at 9:00 a.m., Friday, May 18, 2012, on the second floor of the Vivian M. Presley Administration Building at Coahoma Community College, located at 3240 Friars Point Road, Clarksdale, Mississippi.

Members present: Mrs Patricia Dickens, Chair; Mr. Chip Crane, Vice-Chair; Mr. Bobby Steinriede; Mr. Lee Bush; and Mr. Bubba Hudspeth. Mr. Duncan McKenzie, Mr. Max Huey, and Mr. Bruce Martin participated via conference call. *Members not present: Mr. Ed Perry and Mr. Tom Gresham.*

MCCB Staff in attendance: Dr. Eric Clark, Mrs. Deborah Gilbert, Dr. Debra West, Dr. Shawn Mackey, Dr. Joan Haynes, Mr. Ray Smith, Dr. Christian Pruett, Mrs. Cynthia Jiles, Mr. Raul Fletes, and Mrs. Shana Hansen.

Guests in attendance: Dr. Vivian Presley, President of Coahoma CC; Dr. Gregory Hudson, Vice President for Student Affairs and Support Services, Mrs. Rosemary Dill; Mr. Chuck Rubisoff, Office of the Attorney General; and Dr. Edward Jordan, Director of P-20 Initiatives, IHL; Johnny McGlown, President of the Coahoma CC Board of Trustees; Rev. Dennis Hawkins, Coahoma CC Board of Trustees.

CALL TO ORDER

Chairman Bubba Hudspeth called the meeting to order at 9:00 a.m. and read the meeting notice for the June 15, 2012, MCCB Board Meeting.

MEETING NOTICE

The Mississippi Community College Board Committee of the Whole dinner meeting will be held Thursday, June 14, 2012, at Huntington's Grill at 6:00 p.m. The meeting will reconvene in the Hattiesburg Room of the Hilton Hotel at 7:00 p.m. that same evening. The regular monthly meeting of the Mississippi Community College Board will be held at 9:00 a.m., Friday, June 15, 2012, at the Mississippi Community College Board, 3825 Ridgewood Road, Room 507 of the Education and Research Center in Jackson, Mississippi. This meeting may be conducted as a teleconference meeting.

PRELIMINARIES

Chairman Dickens welcomed all Board Members and visitors and welcomed Mr. Lee Bush as a new Board Member. She then asked Dr. Vivian Presley to provide the Invocation.

Approval of April 19 and 20, 2012 Meeting Minutes

In a motion made by Mr. Chip Crane and seconded by Mrs. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the minutes of the April 19 and 20, 2012 MCCB Board meetings with an amendment to note that Mr. Bubba Hudspeth resigned effective April 20, 2012 as the MCCB representative for the Education Achievement Council.

Approval of Agenda

In a motion made by Mr. Chip Crane and seconded by Mrs. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the proposed agenda.

REPORTS/ACTIONS

Oath of Office

Mrs. Shana Hansen administered the oath of office to Mr. Lee Bush.

Executive Director's Report

Dr. Clark began his report by welcoming all Board Members and guests. Dr. Clark thanked Dr. Presley and her staff for their hospitality in hosting the May Board meeting.

Dr. Clark reported to the Board that the Legislature has adjourned for this 2012 session. The bond bill died at the end of the session. Dr. Clark reported on several General Bills that impacted the MCCB: HB1450, SB2609, SB2655, and SB2792.

Dr. Clark reported that Mr. Tom Gresham, Ms. Cheryl Thurmond, Mr. Bruce Martin, and Mr. John Piggott were approved by the Senate to serve as members of the MCCB Board. Mr. Lee Bush was not submitted to the Senate as he fulfills the remainder of Ms. Toni Cooley's term.

Dr. Clark presented resolutions to the service and retirement of Dr. Phil Sutphin from East Central CC and Dr. Larry Bailey from MS Delta CC.

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve the resolutions honoring the service and retirement of Dr. Phil Sutphin from East Central CC and Dr. Larry Bailey from MS Delta CC.

Dr. Clark presented the amended job description of Program Specialist eLearning for Board approval. Dr. Clark called on Dr. Debra West to provide information of the changes.

Dr. Debra West reported to the Board that the changes to the job description of Program Specialist eLearning are amendments to the technical skill required for the position.

Dr. Clark continued his report, as follows:

Dr. Clark asked for a motion to approve the change in the job description.

In a motion made by Mr. Chip Crane and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve amended job description of Program Specialist eLearning.

Dr. Clark reported that the Legislature approved the creation of the Grant Writer position to address the funding changes in Congress. The goal is to have this position staffed soon after July 1.

Dr. Clark reported that Dr. George Terry has agreed to continue as a member of the Commission on Proprietary School and College Registration. Dr. Joan Haynes will present this request for approval in her report.

Dr. Clark reported that Dr. Mackey is working on an advertisement project to promote workforce and career tech training. Maris, West & Baker was the advertising firm selected to assist in the development of an advertising theme from a statewide perspective that will weave a common thread with the community colleges.

Dr. Clark asked Mr. Chuck Rubisoff to comment on the Notice of Claim that was served on MCCB regarding an alleged incident at Hinds CC.

Mr. Rubisoff reported that MCCB had been served with a Notice of Claim regarding an alleged use of unnecessary force by law enforcement officers against an individual on the Hinds CC campus. Service of a Notice of Claim is required under the Mississippi Tort Claims Act in order to pursue a claim against a State or local governmental entity.

Dr. Clark continued his report, as follows:

On April 24, Dr. Clark attended the MACJC Sports Hall of Fame held at the Muse Center in Rankin; May 2, he attended the MCCB Board confirmation hearings, and May 11, he attended the Delta Council meeting at Delta State University.

On Thursday, May 24, Dr. Clark will attend the Education Achievement Council meeting via teleconference; May 25, he will meet with Mr. Mark Henry the new Director of the Department of Employment Security; May 29, he will speak to the Hattiesburg Rotary Club; June 7, he will speak to the Canton Rotary Club; and June 13, he will speak to the McComb Rotary Club.

Dr. Clark concluded his report.

MACJC Report

MACJC report prepared by Dr. Scott Elliott was distributed as a handout.

Coahoma Community College

Dr. Vivian Presley thanked the Board for visiting the Campus and extended a welcome for the Board to return. Dr. Presley deferred to Dr. Gregory Hudson and Mrs. Rosemary Dill to provide a report on Coahoma Community College.

Career and Technical Education Report

Dr. Shawn Mackey greeted the Board and presented **Exhibit C1**, a new program request for Interior Design Certificate and AAS degree at Holmes Community College.

In a motion made by Mr. Bubba Hudspeth and seconded by Mrs. Pat Dickens, the MCCB Board **voted unanimously** to approve the new program request for Interior Design Certificate and AAS degree at Holmes Community College.

Exhibit C2 is a new location request for Database Technology program for the Jefferson Davis Campus of MS Gulf Coast Community College.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the new location request for Database Technology program for the Jefferson Davis Campus of MS Gulf Coast Community College.

Exhibit C3 is a new location request for Food Production Management Technology program for the Jefferson Davis Campus of MS Gulf Coast Community College.

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the new location request for Food Production Management Technology program for the Jefferson Davis Campus of MS Gulf Coast Community College.

Exhibit C4 is a new option request to offer an AAS Degree for Architectural Engineering Technology (a new option under Drafting and Design Technology) for East Central Community

College.

In a motion made by Mr. Lee Bush and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the new option request to offer an AAS Degree for Architectural Engineering Technology (a new option under Drafting and Design Technology) for East Central Community College.

Exhibit C5 is a new location request for Welding and Cutting Technology at the Lucedale George County Center for MS Gulf Coast Community College.

In a motion made by Mr. Lee Bush and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve the new location request for Welding and Cutting Technology at the Lucedale George County Center for MS Gulf Coast Community College.

Exhibit C6 is a new option request to offer an AAS Degree for Land Surveying for East Central Community College.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the new option request to offer an AAS Degree for Land Surveying for East Central Community College.

Exhibit C7 is a new option request to offer a one-year Certificate for Industrial Technology (a new option under Industrial Engineering Technology) for Holmes Community College.

In a motion made by Mr. Lee Bush and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the new option request to offer a one-year Certificate for Industrial Technology (a new option under Industrial Engineering Technology) for Holmes Community College.

Exhibit C8 is a new option request to offer a one-year Certificate for Industrial Engineering Technology (a new option under Industrial Engineering Tech) for Holmes Community College.

In a motion made by Mr. Lee Bush and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the new option request to offer a one-year Certificate for Industrial Engineering Technology (a new option under Industrial Engineering Tech) for Holmes Community College.

Exhibit C9 is a new option request to offer a one-year Certificate for Maintenance Technology (a new option under Precision Manufacturing and Machining Technology) for Holmes Community College.

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the new option request to offer a one-year Certificate for Maintenance Technology (a new option under Precision Manufacturing and Machining Technology) for Holmes Community College.

Exhibit C10 is a new option request to offer a one-year Certificate for Architectural Engineering Technology (a new option under Architectural Engineering Technology) for Holmes Community College.

In a motion made by Mr. Lee Bush and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve the new option request to offer a one-year Certificate for Architectural Engineering Technology (a new option under Architectural Engineering Technology) for Holmes Community College.

Exhibit C11 is a new option request to offer a one-year Certificate for Construction Engineering

Technology (a new option under Construction Engineering Technology) for Holmes Community College.

In a motion made by Mr. Lee Bush and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the new option request to offer a one-year Certificate for Construction Engineering Technology (a new option under Construction Engineering Technology) for Holmes Community College.

Exhibit C12 is a new option request to offer a one-year Certificate Electronics Technology for Holmes Community College.

In a motion made by Mr. Lee Bush and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve the new option request to offer a one-year Certificate Electronics Technology for Holmes Community College.

Exhibit C13 is a new location and option request to offer the Nail Technician option at the Jefferson Davis Campus and Lucedale George County Campus for MS Gulf Coast Community College.

In a motion made by Mr. Chip Crane and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the new location and option request to offer the Nail Technician option at the Jefferson Davis Campus and Lucedale George County Campus for MS Gulf Coast Community College.

Grants and Related Activities Report

Dr. Mackey presented **Exhibit E**, the Career Readiness Certificate chart. This is for information only and does not require board approval.

Workforce Report

Exhibit F1 is the standard Workforce Budget Report. **Exhibit F2** is the WET Fund Revenue Report. This is for information only and does not require board approval.

Dr. Mackey concluded his report.

Chairman Dickens recessed the meeting at 9:48 a.m. and reconvened the meeting at 10:25 a.m.

Academic Affairs Report

Dr. Joan Haynes presented a request for approval to reappoint Dr. George Terry to serve on the Commission on Proprietary School and College Registration for a term of July 1, 2012 to June 30 2017.

In a motion made by Mr. Chip Crane and seconded by Mr. Bobby Steinriede, the MCCB Board voted unanimously to reappoint Dr. George Terry to serve on the Commission on Proprietary School and College Registration for a term of July 1, 2012 to June 30 2017.

Dr. Haynes presented **Exhibit G, Exhibit H, Exhibit I, and Exhibit J**, the summary report for the April 19 meeting of the Commission on Proprietary School and College Registration, the CPSCR Docket, the Instructors' Report, and the February – April 2012 Financial Report.

Dr. Haynes concluded her report.

Technology Report

Mr. Ray Smith thanked the Board for the support shown in regards to the technology initiatives with the community college system. Mr. Smith reported that MCCB is working on a continuous upgrade to wireless networks.

Mr. Smith reported that Mrs. Deboarah Gilbert will present the purchase request of the Exiinda Appliance that will assist in reporting network utilization to the Board.

Mr. Smith concluded his report.

Deputy Executive Director Report, Finance and Administration

Mrs. Deborah Gilbert presented the Finance report, as follows:

Attachment 1 is the approval request for the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$3,090,873.00 and Fund 4110 in the amount of \$82,112.00, totaling \$3,172,985.00 effective May 31, 2012.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve the request for the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$3,090,873.00 and Fund 4110 in the amount of \$82,112.00, totaling \$3,172,985.00 effective May 31, 2012.

Attachment 2 is the Financial Statement from General Fund 2291 and Special Funds as of April 30, 2012. This is for informational purposes only and does not require approval.

Attachment 3 is the approval request of the FY 2012 Z-1 Budget-Administration (2nd Revision.)

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Lee Bush, the MCCB Board **voted unanimously** to approve the FY 2012 Z-1 Budget-Administration (2nd Revision.)

Attachment 4 is the approval request of the FY 2013 Administrative Budget.

In a motion made by Mr. Chip Crane and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the FY 2013 Administrative Budget.

Attachment 5 is the approval request of the FY 2013 Z-1 Budget.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve the FY 2013 Z-1 Budget.

Attachment(s) 6, 7, and 8 are requests for approval of Guidelines for **6:** Guidelines for Administration of Associate Degree Nursing Support – FY 2013, **7:** Guidelines for the Disbursement of Advanced Training Center Funds for FY 2013, and **8:** Guidelines for Disbursement of Education Technology Funds FY 2013.

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Chip Crane, the MCCB Board **voted unanimously** to approve **Attachments 6, 7, and 8** the Guidelines for: Administration of Associate Degree Nursing Support FY 2013, Disbursement of Advanced Training Center Funds FY 2013, and Disbursement of Education Technology Funds FY 2013.

Attachment 9 is the approval request of the Schedule of Disbursements FY 2013.

In a motion made by Mr. Bubba Hudspeth and seconded by Mr. Chip Crane, the MCCB Board

Attachment 10 is the Review of FY 2014 Budget Requests for Support and Administration. This is for informational purposes only and does not require approval.

Attachment 11 are the Purchasing Approvals over \$50,000 for: **a.** Exinda Appliance. Total Cost \$79,883.00 for year 1 and \$31,320.00 in years 2, 3 + for 12 months premium maintenance-Business Communications Distributors (BCD), **b.** Review Contract Agreement between MCCB and MS Board of Education and the MS Department of Education whereby MDE grants authority to MCCB to manage the day-to-day operations of post-secondary career and technical actions. (This is for informational purposes only and does not require approval), **c.** Purchase of computer infrastructure upgrades for MCCB staff – Venture Technologies - \$63,188.36, Apple - \$1,998.00, and CDWG - \$1,698.00 for a total of \$66,885.35.

In a motion made by Mr. Chip Crane and seconded by Mr. Bobby Steinriede, the MCCB Board **voted unanimously** to approve the purchasing requests for **a.** Exinda Appliance. Total Cost \$79,883.00 for year 1 and \$31,320.00 in years 2, 3 + for 12 months premium maintenance-Business Communications Distributors (BCD) and **c.** Purchase of Computer Infrastructure upgrades for MCCB staff – Venture Technologies - \$63,188.36, Apple - \$1,998.00, and CDWG - \$1,698.00 for a total of \$66,885.35.

Mrs. Gilbert concluded her report.

Travel Authorizations

Chairman Dickens asked for requests to authorize travel reimbursements for events other than regularly scheduled Board Meetings.

In a motion made by Mr. Bobby Steinriede and seconded by Mr. Lee Bush, the Board **voted unanimously** to approve the reimbursement for Chairman Hudspeth travel to attend the Dr. Phil Sutphin's retirement and building dedication at East MS CC on May 6.

OTHER BUSINESS

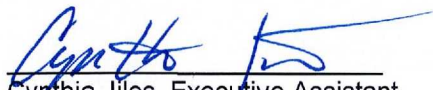
Chairman Dickens informed the Board that the annual evaluations of the Executive Director's position are due. Evaluations are to be mailed in and discussed during the June Board meeting.

Dr. Edward Jordan commented on handouts provided to the Board. Dr. Jordan stated that the charts outlined the activity and cooperative efforts shown between the Institute for Higher Learning and the Community Colleges.

ADJOURNMENT

In the absence of any further business, the meeting was adjourned at 11:15 a.m.

Recorded by:


Cynthia Jiles, Executive Assistant

Approved by:


Mrs. Patricia Dickens, Chairman


Dr. Eric Clark, Executive Director

Exhibits:

Dr. Clark's Report (Resolutions)
Job Description _Program Specialist eLearning
Career and Technical Education

Grants/CRC Report
Workforce
Academic Affairs
Research and Planning
Technology
eLearning & Instructional Technology
Dr. West
Finance Report
Dr. Clark's Handouts & News Articles

Exhibit A
Exhibit B
Exhibits C1, C2, C3, C4, C5, C6, C7,
C8, C9, C10 C11, C12, and C13
Exhibit E
Exhibits F1 and F2
Exhibits G, H, I, and J
No Exhibit
No Exhibit
No Exhibit
No Exhibit
Separate Agenda